

REF- Q:I1

# **Skills and Knowledge For the Future Inc. Implementation Plan - Positive Alternatives for Pregnancy and Parenting Grant**

## **About the Implementation Plan**

*This document outlines the list of tasks and milestones, required to implement the Positive Alternatives for Pregnancy and Parenting Grant Program for a period of one year.*

| <b>Month</b>        | <b>Description of Tasks</b>   | <b>Milestones</b>   |
|---------------------|---|---|
| October/November 16 | <ul style="list-style-type: none"> <li>• Meeting with DPH</li> <li>• Inform providers of the availability of the grant award</li> <li>• Disseminate draft &amp; final SLA/MOU and DPH application within 10 days of grant notification</li> <li>• Assessment of DPH applications</li> <li>• Marketing activity for grant program to identified service providers</li> <li>• Meetings with service providers</li> <li>• Marketing activity for service users and recruitment of service users</li> </ul> | <ul style="list-style-type: none"> <li>• Evidence of completed provider application and graded assessment forms</li> <li>• Evidence of notification letters of acceptance or denial to service providers</li> <li>• Completed DPH application assessment form</li> <li>• Evidence of marketing activity</li> <li>• Audit of provider application by DPH</li> <li>• Minutes of meetings - DPH and service providers</li> <li>• Evidence of flyers electronic marketing resources</li> <li>• Evidence of service providers SLA/MOU</li> </ul> |

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|             |   | <ul style="list-style-type: none"> <li>Submission of monthly monitoring report and invoice on the 15<sup>th</sup> day of the month</li> </ul>  |
| December 16 | <ul style="list-style-type: none"> <li>Marketing and recruitment of service users - Outreach Community Development Workers</li> <li>Agency evaluation meeting – devise evaluation plan and review progress and outcome</li> <li>Service providers support and compliance meeting</li> </ul>   | <ul style="list-style-type: none"> <li>Minutes of meetings - Service Providers and Agency</li> <li>Service providers monthly reports</li> <li>Submission of monthly monitoring report and invoice on the 15<sup>th</sup> day of the month</li> </ul> |
| January 17  | <ul style="list-style-type: none"> <li>Marketing and recruitment of service users - Outreach Community Development Workers</li> <li>Agency evaluation meeting – review progress and outcomes</li> <li>Service providers support and compliance meeting</li> <li>Delivery of service - Parenting and Nutritional Education Program (Program 1) – Management</li> </ul> | <ul style="list-style-type: none"> <li>Minutes of meetings - Service Providers</li> <li>Service providers monthly reports</li> <li>Submission of monthly monitoring report and invoice on the 15<sup>th</sup> day of the month</li> </ul>            |

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|             | Agency   | <ul style="list-style-type: none"> <li>Submission of quarterly report</li> </ul>   |
| February 17 | <ul style="list-style-type: none"> <li>Marketing and recruitment of service users - Outreach Community Development Workers</li> <li>Agency evaluation meeting - review progress and outcomes</li> <li>Service providers support and compliance meeting</li> <li>Delivery of service - Parenting and Nutritional Education Program (Program 1) - Management Agency</li> </ul> | <ul style="list-style-type: none"> <li>Minutes of meeting - Service Providers</li> <li>Minutes of meeting – Agency Evaluation Meeting</li> <li>Service providers monthly reports</li> <li>Submission of monthly monitoring report and invoice on the 15<sup>th</sup> day of the month</li> </ul> |
| March 17    | <ul style="list-style-type: none"> <li>Marketing and recruitment of service users - Outreach Community Development Workers</li> <li>Agency evaluation meeting - review progress and outcomes</li> <li>Service providers support and compliance meeting</li> </ul>  | <ul style="list-style-type: none"> <li>Minutes of meetings - Service Providers</li> <li>Service providers monthly reports</li> <li>Submission of monthly monitoring report and invoice</li> </ul>  |

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|          | <ul style="list-style-type: none"> <li>• Delivery of service - Parenting and Nutritional Education Program (Program 2) – Management Agency</li> </ul>  | on the 15 <sup>th</sup> day of the month  |
| April 17 | <ul style="list-style-type: none"> <li>• Marketing and recruitment of service users - Outreach Community Development Workers</li> <li>• Agency evaluation meeting - review progress and outcomes</li> <li>• Service providers support and compliance meeting</li> <li>• Delivery of service - Parenting and Nutritional Education Program (Program 2) – Management Agency</li> </ul> | <ul style="list-style-type: none"> <li>• Minutes of meetings - Service Providers</li> <li>• Service providers monthly reports</li> <li>• Submission of monthly monitoring report and invoice on the 15<sup>th</sup> day of the month</li> <li>• Submission of quarterly report</li> </ul> |
| May 17   | <ul style="list-style-type: none"> <li>• Marketing and recruitment of service users - Outreach Community Development Workers</li> <li>• Agency evaluation meeting - review progress and outcomes</li> <li>• Service providers support and compliance meeting</li> <li>• Delivery of service - Parenting and Nutritional Education Program (Program 3) – Management</li> </ul>        | <ul style="list-style-type: none"> <li>• Minutes of meetings - Service Providers</li> <li>• Service providers monthly reports</li> <li>• Submission of monthly monitoring report and invoice on the 15<sup>th</sup> day of the month</li> </ul>   |

| Agency  |  |
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| June 17 | <ul style="list-style-type: none"> <li>• Marketing and recruitment of service users - Outreach Community Development Workers</li> <li>• Service providers support and compliance meeting</li> <li>• Agency evaluation meeting - review progress and outcomes</li> <li>• Delivery of service - Parenting and Nutritional Education Program (Program 3) – Management Agency</li> </ul> |
| July 17 | <ul style="list-style-type: none"> <li>• Marketing and recruitment of service users - Outreach Community Development Workers</li> <li>• Service providers support and compliance meeting</li> <li>• Agency evaluation meeting - review progress and outcomes</li> <li>• Delivery of service - Parenting and Nutritional Education Program (Program 4) – Management Agency</li> </ul> |

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| August 17    | <ul style="list-style-type: none"> <li>Marketing and recruitment of service users - Outreach Community Development Workers</li> <li>Service providers support and compliance meeting</li> <li>Agency evaluation meeting - review progress and outcomes</li> <li>Delivery of service - Parenting and Nutritional Education Program (Program 4) – Management Agency</li> </ul> | <ul style="list-style-type: none"> <li>Minutes of meetings - Service Providers</li> <li>Service providers monthly reports</li> <li>Submission of monthly monitoring report and invoice on the 15<sup>th</sup> day of the month</li> </ul> |
| September 17 | <ul style="list-style-type: none"> <li>Marketing and recruitment of service users - Outreach Community Development Workers</li> <li>Service providers support and compliance meeting</li> <li>Agency evaluation meeting - review progress and outcomes</li> <li>Delivery of service - Parenting and Nutritional Education Program (Program 5) – Management Agency</li> </ul> | <ul style="list-style-type: none"> <li>Minutes of meetings - Service Providers</li> <li>Service providers monthly reports</li> <li>Submission of monthly monitoring report and invoice on the 15<sup>th</sup> day of the month</li> </ul> |
| October 17   | <ul style="list-style-type: none"> <li>Marketing and recruitment of service users - Outreach Community Development Workers</li> </ul>  | <ul style="list-style-type: none"> <li>Minutes of meetings - Service Providers</li> <li>Service providers monthly</li> </ul>  |

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|-------------|---|---|
|             | <ul style="list-style-type: none"> <li>• Service providers support and compliance meeting</li> <li>• Agency evaluation meeting - review progress and outcomes</li> <li>• Delivery of service - Parenting and Nutritional Education Program (Program 5) – Management Agency</li> </ul> | <ul style="list-style-type: none"> <li>reports</li> <li>• Submission of monthly monitoring report and invoice on the 15<sup>th</sup> day of the month</li> <li>• Submission of quarterly report</li> </ul>  |
| November 17 | <ul style="list-style-type: none"> <li>• Service providers evaluation meeting</li> <li>• Review and analyse qualitative data</li> <li>• Devise and complete end of grant program annual report</li> </ul>   | <ul style="list-style-type: none"> <li>• Minutes of meeting and evidence of qualitative data</li> <li>• Service providers monthly reports</li> <li>• Submission of monthly monitoring report and invoice on the 15<sup>th</sup> day of the month</li> <li>• Disseminate end of grant program annual report</li> </ul> |